R E P O R T R E S U M E S

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TEXAS INDUSTRIAL ARTS STUDENT ASSOCIATION HANDBOOK.

BY- MAYFIELD, W.A.

TEXAS INDUSTRIAL ARTS ASSN., DENTON

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DESCRIPTORS- *INDUSTRIAL ARTS, *YOUTH CLUBS, *MANUALS, HIGH SCHOOLS,

THE PURPOSE OF THIS HANDBOOK IS TO GIVE DIRECTION, PURPOSE, ORGANIZATION, AND AN OVERALL FRAMEWORK BY WHICH TO CARRY ON THE CLUB PROGRAM FROM THE LOCAL THROUGH THE STATE LEVEL. TOPICS COVERED INCLUDE (1) HISTORICAL NOTES, (2) GENERAL CHAPTER INFORMATION WHICH INCLUDES ORGANIZATIONAL AND FINANCING PROCEDURES, THE POINT SYSTEM, CHAPTER PARAPHERNALIA, HANDBOOKS, SOURCES OF MATERIAL, OFFICE SYMBOLS, AND SAMPLE FORMS, (3) CHAPTER CEREMONIES AND MEETINGS, (4) ACTIVITIES, AND (5) ORGANIZATIONAL PRINCIPLES WHICH INCLUDE THE CONSTITUTION, BY-LAWS, CODE OF ETHICS, COLORS, MEETINGS, SYMBOLS AND EMBLEMS, AND ORGANIZATIONAL CHARTS. A LIST OF CHARTERED CHAPTERS AND A BRIEF BIBLIOGRAPHY ARE INCLUDED. (EM)

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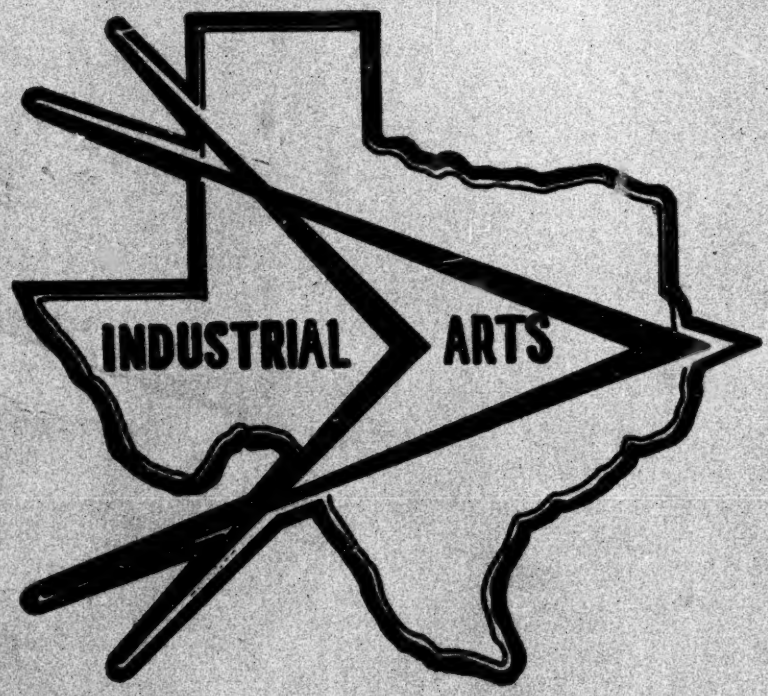
Texas
Industrial Arts
Student Association

HAND BOOK



VT 01588

1964 EDITION
A PUBLICATION OF THE
TEXAS INDUSTRIAL ARTS ASSOCIATION

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OFFICE OF EDUCATION

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TEXAS INDUSTRIAL ARTS

STUDENT ASSOCIATION

HANDBOOK

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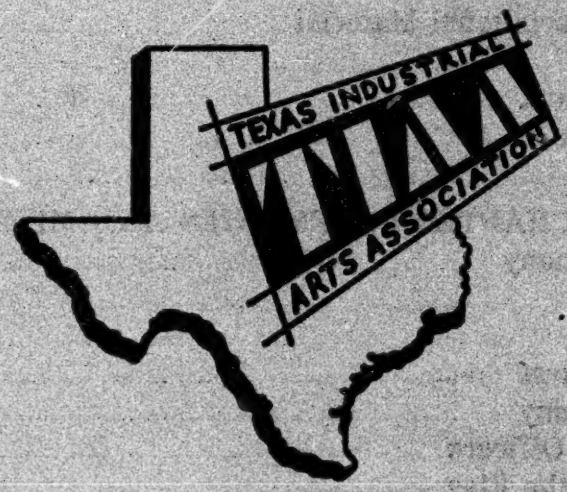

TEXAS INDUSTRIAL ARTS ASSOCIATION

State Office, NTSU, Denton, Texas

1964 EDITION

TABLE OF CONTENTS

Preface To The First Edition 1
Preface To The Second Edition 2

CHAPTER I
Introduction 3
Historical Notes Concerning Student Industrial Arts Associations 4

CHAPTER II — GENERAL CHAPTER INFORMATION
How to Organize a Local Industrial Arts Student Association 6
Financing Local, Area and State Industrial Arts Student Associations 6
Point System 7
Chapter Paraphernalia 8
Handbooks 9
Sources of Associational Material 9
Office Symbols 10
Application Blank 11
Membership Cards 12
Charter 13

CHAPTER III — CHAPTER CEREMONIES AND MEETINGS
Opening Ceremony 14
Creed 15
Motto 16
Order of Business 16
Closing Ceremony 16
Installation of Officers 17
The Pledge to the Flag 17

CHAPTER IV — WORK PROGRAM
Introduction 18
Chapter Activities 18

CHAPTER V — ORGANIZATIONAL PRINCIPLES
Constitution 21
By-Laws 25
Code of Ethics 30
Colors 30
Local, Area and State Meetings 30
Symbols of the Emblem 31
Organizational Charts 32, 33, 34

Student Association Chartered Chapters 35, 36
Bibliography 37

PREFACE TO THE FIRST EDITION

For many years there has been a group of Texas industrial arts teachers who have exhibited a genuine interest in sponsoring public school industrial arts clubs. Often these clubs are a part of the school club program, and therefore, meet in regularly scheduled periods. Others find it necessary to meet in the afternoons after school or at night.

There has been a variety of purposes and objectives underlying the existance of these clubs. Some clubs are social in nature; others undertake worthwhile projects in an effort to aid the schools; while others use this program for the extra-time it may afford students in an activity in which they have a great amount of interest.

Efforts have been made on more than one occasion by those intensely interested in this facet of the educational program to organize the present school industrial arts club into regional and state associations. These efforts have met with little success.

The Board of Directors of TIAA voted to publish a handbook for Industrial Arts Students Associations of Texas. The purpose of this handbook is to offer a leadership publication that will give direction, purpose, organization and an overall framework by which to carry on the club program from the local level to the state level.

It would be impractical to give credit to all persons who have given much impetus to this movement in Texas; however, the association is indebted to its first president and present co-chairman of the Industrial Arts Student Committee, W. A. Mayfield, for most of the work contained in this publication.

If this publication helps foster the growth of industrial arts student clubs in Texas, the time and effort expended will have been justified.

Texas Industrial Arts Association

Executive Committee

C. P. Munz, President
Terrell Newberry, Immediate Past President
Phil Wright, Vice-President
John R. Ballard, Secretary-Treasurer

PREFACE TO THE SECOND EDITION

In its earliest stages of development, success of the Industrial Arts Student Association of Texas was somewhat in doubt. But Texas has been fortunate in having able and enthusiastic leadership in its student industrial arts clubs. Continued growth in membership and participation among schools speaks well for the leadership of past years and indicates a recognition of the educational value of the activities of the Association.

Such a small part of the student's time is spent in school, it would be folly to think that all learning should be limited to the classroom. The Association attempts to bridge this gap by carrying worthwhile, organized educational opportunities into the after-school hours of industrial arts students. These activities are calculated to help develop intelligent citizens of today's industrial world, and responsible, capable leaders of tomorrow.

This handbook is designed to provide answers to questions which may arise in planning, organizing, and operating student industrial arts clubs. Its contents result from the experiences of numerous teachers and students who have worked through the years toward the perfection of our Association. It is hoped that this second edition will give stimulation and guidance toward increased participation in the years ahead. May we always endeavor to foster the high ideals and purposes set forth herein.

Texas Industrial Arts Association

Executive Committee

Dr. M. D. Williamson, President
Benton L. Brockette, Immediate Past President
Frank M. Miller, Vice President
T. L. Bay, Jr., Secretary-Treasurer
John R. Ballard, Executive Secretary

CHAPTER I

Introduction

The Texas Industrial Arts Students Association is an organization of, by and for students enrolled in industrial arts courses in the secondary public schools of Texas.

As an integral part of the general education program in Texas public schools, industrial arts provides laboratory, research, experimental, organizational and leadership activities for students.

The IASA is an avenue by which good leadership training is provided. It is an extra-curricular activity, but should be an important segment of the industrial arts program.

Through IASA work, students learn how to conduct and take part in meetings, how to speak before groups, how to work cooperatively with others, how to solve group and individual problems and how to compete as individuals, each depending upon his own abilities. They learn the value of fair play, citizenship, wholesome recreation and the necessity for being honest and loyal to others.

The 1955 White House Conference on Education discussed six of the primary educational problems confronting the nation. Included on the agenda was Topic 1, "What should our schools accomplish?" which listed 14 aims for schools to follow. Item 12 concerned, "Wise use of time, including constructive leisure pursuits."[1]

This association is sponsored by the Texas Industrial Arts Association. It is a non-profit, non-political organization whose membership is composed of students who are or have been enrolled in industrial arts courses who are in good standing with school administration and faculty and who are doing satisfactory work in all classes.

The State Headquarters of the organization is the office of the state advisor who is appointed by the Texas Industrial Arts Association. The purpose of this manual is to assist both members and sponsors in extra-curricular activities of industrial arts.

Little has been written about class activities for this area. The most intensive previous study related to industrial arts was in **Extra Class Activities in Aviation, Photography and Radio for Secondary Pupils,**

---

1 Held in Washington, D.C., from November 28 to December 1, 1955.

written by Willis C. Brown, specialist in the Secondary Education Section, U.S. Department of Health, Education and Welfare in 1956.[2] These findings from Brown's study appeared to be pertinent to this study:

> Motivation through extra-class club or hobby activities is recognized as motivation for creating interest in regular school subjects. Beneficial results are most apparent in students, but are also apparent in the school and community when extra-class activities are well planned and administered.
>
> Informed learning proceeds at a rapid rate because of pupil interest and enthusiasm. Club members read widely from current magazines in their chosen fields as well as from reference books. Pupils benefit from growth in citizenship, leadership and personal development.

Historical Notes Concerning Student Industrial Arts Associations

For several decades, various Texas Industrial Arts teachers have worked at local levels with industrial arts students in extra-curricular activities. Some organizations were active in their schools and communities, while others existed in name only. In the early 1950's the interest seemed to multiply and numerous industrial arts teachers in Texas began to organize student clubs.

In 1957, a committee[3] composed of Dr. Pat Atteberry, W. A. Mayfield, Harry Thomas and Lawrence Wiltz made a study of industrial arts clubs in the United States for the American Vocational Association. Some of the facts revealed by that study are important to the historical background of this organization.

1. By far, the greater proportion of the active clubs had been organized within the past six years. The range in the number of years of operation was from one to 16.
2. A majority of the clubs, or 57 per cent, were on the senior high school level with 31 per cent mixed, junior and senior high, and only 11 per cent at the junior high level.
3. The majority of the clubs, 64 per cent, met during school hours or immediately after school. Eighteen per cent met in the evening and 18 per cent met in a combination of school time, and after school.

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2 U.S. Department of Health, Education and Welfare, Extra-Class Activities, Photography and Radio, by Willis C. Brown, U.S. Government Printing Office, 1957.

3 Committee Report for American Vocational Association on "Study of Industrial Arts Clubs in the Secondary Schools of the United States," by Dr. Pat H. Atteberry, Winifred A. Mayfield, Harry Thomas and Lawrence Wiltz; 1957.

4. Fifty per cent of the clubs' membership fell between 16 and 25 in number. Girls were mixed in with the boys and numbered five or less.
5. There was little active participation by parents in the direction or operation of the clubs studied.
6. Club activities of a strictly industrial arts nature appeared to follow the field curricular pattern taught in secondary schools at the time of the study.
7. Nearly one-half of the clubs reported from the state office of Industrial Education and only three states indicated organized published assistance available to clubs.

In 1955, a group of Industrial Art Teachers of Texas, who at that time were affiliated with T.V.A., asked the Board of Directors to help in organizing and sponsoring the student Industrial Arts Association. The T.V.A. was unable to help at that time. The outcome was that the industrial arts teachers organized a separate association and then began the work of organizing the student association at the state level.

In the past seven years, much progress has been made. It is the desire of the T.I.A.A. that the students' association will grow into a strong, effective youth organization in the near future. The purpose of this suggested handbook is to help remove some of the problems of the new organization.

CHAPTER II

GENERAL CHAPTER INFORMATION

How to Organize a Local Industrial Arts Student Association

Certain steps and procedures should be followed when organizing local IASA chapters.

1. A minimum of 12 interested students are required.
2. An industrial arts teacher must be willing to serve as sponsor or advisor for the group.
3. The project should be cleared through administrative channels.
4. A copy of the constitution and by-laws and a copy of the IASA Handbook should be acquired by writing to the secretary of the Texas Industrial Arts Students Association.
5. A committee should be formed to study the constitution, by-laws and Handbook and report their recommendations relative to their findings.
6. After the presentation has been made, if there is still sufficient interest in the project, a special meeting should be called and officers elected according to the constitution.
7. A sponsor or advisor from another association or the area advisor should be asked to meet with the group to help it get started.
8. A good work program should be planned immediately and then followed. The association's interest will die without a work program to follow.

Financing Local, Area and State Industrial Arts Student Associations

Local Association: The local association may be partially financed from dues collected locally. Additional monies may be acquired through school or community projects, concession stands, publishing school directories, sale of pillows or programs at ball games, through associational projects and many other ways.

Area and State Associations: The raising of funds at these two levels presents a more complex problem. The major portion of the finances must come from dues. Industrial organizations may help in many ways. Some

industrial plants might furnish the association with letterhead stationery; the association may finance the printing of a news bulletin through the selling of ads to industrial plants; or business or industrial plants may sponsor associational activities.

Finances are essential to any organization. The officers must be a hard working group with an enthusiastic advisor if the association is to be run effectively.

Point System

The purpose of the club point system is to help local clubs initiate a good public relation system. The following list shows how a club may receive points and the number of points each item is worth.

1. For each article concerning the club which is printed in the local newspaper, two points will be given. One point will be given for articles in the school paper.
2. For each picture published in the local or school paper, two points will be given.
3. Club projects performed for the benefit of the community will earn the club five points. Projects performed for the school will rate four points.
4. Each local officer elected to a district office will acquire three points; to a state office, eight points.
5. A local sweetheart elected to district sweetheart adds five points to the club's tally, while state sweetheart will add 10 points to her local club.
6. Eight points will be given to any club when 100 per cent of the membership purchases jackets and emblems.
7. Five points will be given to each local chapter having two delegates at annual TIASA business meetings.
8. Three points will be given for a chapter scrap book.
9. To each chapter who contributes as much as $10 to the TIASA Scholarship Fund, five points will be given.
10. To the first chapter sending state dues after September 1, five points will be given.
11. Three points per club involved will be allowed for competitive events between two or more clubs, providing the event is published

in the local or school newspapers. Clubs must be from different school systems.

12. A chapter may receive three points for 100 per cent of its membership attending the state fair.
13. For each radio program of 10 minutes or longer or for five minutes of TV, three points will be awarded.
14. A chapter may earn a maximum of two points per month by the publication of pamphlets, brochures, newsletters or bulletins giving chapter news to members.
15. Two points may be earned for each program presented in school assemblies or before civic organizations.
16. Any club which has all the paraphernalia listed in the handbook is entitled to 10 points.
17. Any written commendation received by local clubs from school administrations or community officials will merit two points.
18. Any suggestion made to state officers, sponsor or advisor which is put into use will earn four points for the responsible club.
19. Any club member elected to his school's student council will receive two points.

To receive credit for points earned, evidence of activities must be presented to a credentials committee at the state fair each year. Material must be assembled in a neat, orderly manner in notebook form. Five points will be credited to the most attractively arranged chapter notebook. No fair points will count.

The club receiving the largest number of points during the year will receive a plaque, recognizing it as the outstanding Industrial Arts Club of the state of Texas for the year.

Chapter Paraphernalia

Each chapter should have for its club paraphernalia the following items:

1. An American flag.
2. Student handbooks.
3. A chapter emblem or banner.
4. A symbol for each officer on a stand.

5. A treasurer's record book and check book.
6. A chapter scrap book.
7. A secretary's minutes book.
8. The club charter, framed.
9. The creed, framed.
10. The motto, framed.
11. The organization's objectives, framed.
12. A gavel and block.

Handbooks

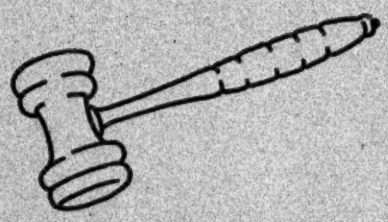
Handbooks will be furnished to officers and sponsors of each new chapter upon request.

All other handbooks must be purchased at cost through the designated state office.

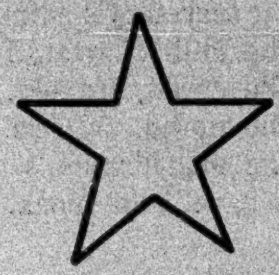
Sources of Associational Material

All TIASA Chapter paraphernalia, material, supplies and jackets may be purchased from American Sports Center, 217 N. St. Mary's, San Antonio, Texas. Additional information concerning pins, flags, emblems and stationery may be obtained from the state advisor.

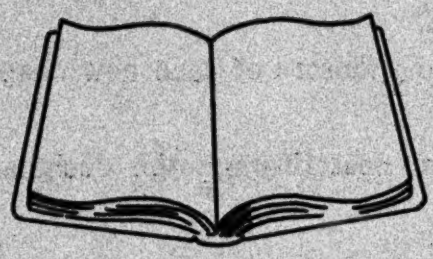
Office Symbols



This is the symbol of office of the President.



This is the symbol of office of the Vice-President.



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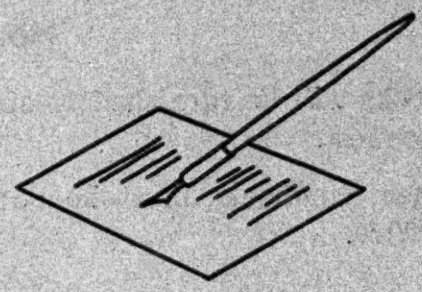

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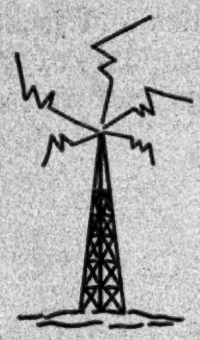
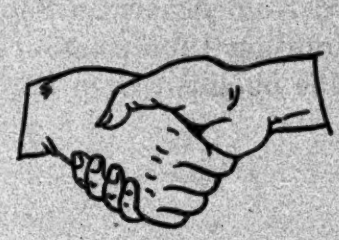


This is the symbol of office of the Reporter.



This is the symbol of office of Sergeant-at-Arms.

This is the right breast patch. The background is white with all lines in Royal blue. Symbol of office, advisor or member is located in center of this patch.

Application Blank

APPLICATION FOR MEMBERSHIP IN ..... INDUSTRIAL ARTS STUDENT ASSOCIATION.

Name ..... Grade .....

List the Industrial Arts subjects you are taking

1..... 2.....

List the Industrial Arts subjects you have taken prior to this year.

1..... 2.....

3..... 4.....

List, in order of preference, the areas of work in which you are interested.

1..... 2.....

3..... 4.....

I have read and will, to the best of my abilities, support the Constitution and By-laws of this Association. I will practice the motto and creed in my daily life.

Signed.....

(Please do not write below this line)

Membership Committee

Membership Chairman .....

President .....

Sponsor .....

Remarks:

TEXAS

INDUSTRIAL ARTS STUDENTS ASSOCIATION

NAME.....

SCHOOL.....

is a member in good standing of the Texas Industrial Arts Students Association for the school year 19.....-19.....

Local Charter No......

_____

State Secretary

Membership cards will be furnished to each local association upon receiving the annual dues. These dues should be in the secretary's office not later than Oct. 15 each year. Membership cards will be signed by the state secretary and forwarded to the local secretary who will be responsible for placing students' and school names on them before they are issued.

TEXAS INDUSTRIAL ARTS STUDENTS ASSOCIATION

Local Association _____ Charter No. _____

This is to certify that the _____ Chapter has satisfied all of the requirements for affiliation with the Texas Industrial Arts Students Association and is hereby chartered as a member of the Texas Industrial Arts Students Association.

In witness whereof this charter is granted this

day of _____ 19____

Sponsored by TIAA _____ President

State Advisor W. L. Mayfield

Student State President _____

Student State Secretary _____

— 13 —

CHAPTER III

CHAPTER CEREMONIES AND MEETINGS

Opening Ceremony

(At the prescribed time for meeting, the president assumes his position behind the rostrum in front center of room. Other officers are seated to the left and right of the president in a slightly arched line. They are seated in this order from left to right: Vice-President, Treasurer, Secretary, President, Advisor, Reporter and Sgt.-at-Arms.)

President: (Raps gavel twice.) Will the meeting please come to order? Mr. Sgt.-at-Arms, are all the officers in their places?

Sgt.-at-Arms: They are, Mr. President.

President: (Raps three times for assembly to rise.) Mr. Sgt.-at-Arms, please lead the assembly in the pledge to the flag of the United States of America.

Sgt.-at-Arms: (Leads pledge to flag.)

President: (Raps once and assembly is seated.) Mr. Secretary, will you please call the roll?

Secretary: Mr. Sgt.-at-Arms.

Sgt.-at-Arms: Present. The symbol of my office is the "Hearty Hand Shake" and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this association.

Secretary: Mr. Reporter.

Reporter: Present. The symbol of my office is the beacon tower and it is my duty to see that our school, community, area and state association have a complete report of our organization's activities.

Secretary: Mr. Advisor.

Advisor: Present. The duty of my office is to advise and counsel members and officers of this association in such a way as to bring out the leadership abilities of each.

Secretary: Mr. President.

President: Present. The symbol of my office is the gavel. The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in the carrying out of the activities and work of our association.

Secretary: Present. The symbol of my office is the pen and my responsibility is to see that accurate and proper records are kept of all business and correspondence of this association.

Secretary: Mr. Treasurer.
Treasurer: Present. The symbol of my office is a balanced budget. It is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.

Secretary: Mr. Vice-President.
Vice-President: Present. The symbol of my office is a star. It is the duty of my office to see that we always have a strong membership, a good work program and are alert to the welfare of our association.

Secretary: Mr. President, all officers are present and in their places.

President: Mr. Sgt.-at-Arms, do we have guests present?
Sgt.-at-Arms: (If so, introduce guests. If not)—No, Mr. President.

President: Mr. Secretary, we are ready to transact our business.
(Proceed according to the order of business)

Creed

I believe that industrial arts holds an important place in my life in the technological world.

I know there is a necessity for the development of good attitudes concerning work, tools, materials, experimentation and processes of industry.

Guided by my teachers, craftsmen from industry and my own initiative, I will strive to do my best in making my school, community, state and nation a better place in which to live.

I will accept the responsibilities that are mine.

I will seek on my own a safe and more effective method of working and living.

I will strive to develop a cooperative attitude and will exercise tact and respect for my fellow man.

Through the work of my hands and mind, I will express my ideas to the best of my ability.

I will make it my goal to do better each day the task before me and to be steadfast in my belief in God, my country and my fellowmen.

Motto

"Learning to Live in a Technical World"

Order of Business

It is important that all organizations have an established order of business to be followed during regular meetings. The suggested order of business given below is for the benefit of both officers and members. The order may be altered to meet local needs.

1. **The opening ceremony, including the call to order and roll call, should be the first matter.**
2. **Minutes of the previous meeting should be read by the chapter secretary.**
3. **Any or all officers who have reports should give them at this point in the meeting.**
4. **Reports on special associational work projects should be presented.**
5. **Specially scheduled programs should be given at this time. The program should include any speakers, films, etc.**
6. **Old or unfinished business should be transacted.**
7. **Standing and special committee reports should be presented.**
8. **All new business should be completed.**
9. **After the new business, installation and initiation or degree-presentation ceremonies should be held.**
10. **The formal closing ceremony should be given.**
11. **Entertainment, recreation and refreshments should be the last portion of all meetings. This part of the meeting is usually turned over to committee chairmen.**

Closing Ceremony

President: (Raps twice, assembly rises) Mr. Secretary, what is our motto?

Secretary: (Repeats motto)

President: Will the assembly repeat the creed after me? (Creed is spoken.) Does anyone know of any reason why this assembly should not adjourn? I declare this meeting adjourned.

Installation of Officers

An installation team from another association, an advisor or past president may install officers. The newly elected officers are placed in front of their stations. The installation officer stands behind the rostrum. The invocation is presented by one of the members.

Installation Officer: I consider it an honor to meet with this assembly and officially install the officers you have chosen to serve you this coming year. I know you have faith in each of them or they would not have been selected. In order for these officers to help this association progress, there must be enthusiam and co-operation exercised by every member present. Will the assembly please rise and repeat the pledge to the flag.

(Pledge is said and the assembly is seated. New officers remain standing.)

Will the newly elected officers repeat the symbols and duties of their offices, beginning with the president?

(Proceeding in order from president to sergeant-at arms, the new officers state their office symbols and duties.)

Does each officer pledge to lead this organization forward to the best of his ability?

Officers in Unison: We do.

Installation Officer: Will the assembly please rise. The newly installed officers will lead us as we repeat the creed.

(Creed is spoken.)

Installation Officer: I now declare these officers officially installed and responsible for performing the duties of their offices. The meeting is adjourned.

The Pledge to the Flag

Facing the flag, members should place their right hands over their left breasts and keep them there while repeating the following pledge:

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

CHAPTER IV

WORK PROGRAM

Introduction

Programs: Always have meetings well organized and have something to offer in the form of a program at each meeting. The program can be informative, inspirational, demonstrative, recreational, business or consist of field trips. A combination of two or more of these may be used to provide a well-rounded program. The program chairman is one of the most important members in the local association.

Projects: Yearly projects should always be included in the year's work plans. The project chosen should meet some school, association or community need, such as raising funds for the association, for community welfare, safety or some need in the school. Chapters should always set goals when planning project work. The local association should never be without a work project.

Chapter Activities

All TIASA activities come under one of four divisions: chapter, school, community or state.

Here is a list of suggested activities. Add yours to this list and send us a copy.

Community Service Activity Examples:

1. Sponsoring safety campaigns.
2. Sponsoring fire prevention activities.
3. Repairing Christmas toys in cooperation with local fire departments.
4. Helping with clean-up drives.
5. Marking house numbers on street curbs.
6. Marking and numbering hubcaps and recording numbers.
7. Sponsoring community fair exhibits.
8. Collecting used clothing for service organizations.
9. Sponsoring special citizens' weeks.
10. Refinishing city library furniture.

11. Collecting food for community charity.
12. Helping in door-to-door fund raising drives.

School Service Activity Examples:

1. Making school bulletin boards.
2. Keeping parking stripes painted.
3. Sponsoring assemblies.
4. Building campus benches.
5. Building scenery for plays.
6. Stenciling numbers on stadium or gym bleacher seats.
7. Building items for special school events.
8. Being responsible for noon recreational equipment, balls, bats, horse shoes, play room, etc.
9. Sponsoring exhibits and banquets.
10. Purchasing needed items for school.
11. Taking charge of bon-fire construction for special school events.
12. Making minor repairs on football gear, such as putting rivets in helmets.
13. Repairing hurdles for track teams.

Chapter Activity Examples for promotion of Clubs:

1. Writing newspaper articles.
2. Writing reports for school paper.
3. Handling radio and television publicity.
4. Awarding Craftsman and Master Craftsman degrees.
5. Preparing past chapter honor rolls.
6. Using a "buddy" system to help slow students scholastically.
7. Preparing programs on good study habits.
8. Presenting entertainment.
9. Sponsoring competition between local clubs.
10. Sponsoring socials.
11. Handling project judging competition.
12. Selecting a "Mr. Industrial Arts" through a series of tests.
13. Selecting a faculty member or members of the week.
14. Having cards printed with the club motto to be passed out at special times, such as when the club has helped someone.

Examples of Chapter Fund Raising Activities

1. Sponsoring different types of concessions, such as:
   a. Stands at football, basketball and track events.

b. Chili suppers, pancake suppers, cake or pie sales.
c. Selling pillows, programs or mums at athletic events.

2. Having light bulb or broom sales.
4. Sponsoring game nights in the school's gym or cafeteria.
5. Sponsoring movies.
6. Holding magazine subscription drives.
7. Making scrap metal drives (copper, aluminum, iron).
8. Printing a school directory.
9. Sponsoring rummage sales.
10. Marking curbs with house numbers in co-operation with cities.
11. Sponsoring Halloween carnivals.
12. Sponsoring fat or lean ball games, donkey ball games, etc.
13. Holding an automobile rodeo with emphasis placed on skilled driving.
14. Sponsoring a junior rodeo in conjunction with agriculture students.
15. Sponsoring talent shows.
16. Washing and waxing cars.
17. Making plasterware from molds.
18. Building and selling garbage can racks, portable book cases, telephone racks, etc.
19. Raising plants from seeds in hot beds or other plants from cuttings for spring sales.
20. Painting Christmas trees.
21. Selling ball-point pens engraved with chapter name and motto.

Note: Some areas have more opportunities for fund raising projects than others do, and what will work well in one area may not be successful in another. Try to find a need in your community and then fill it.

CHAPTER V

ORGANIZATIONAL PRINCIPLES

Constitution

Article I

Name

This organization shall be known as the Texas Industrial Arts Students Association.

Article II

Purposes

GENERAL:

1. To widen and deepen the interests and knowledge of students in this technological age; to motivate regular school work; and to promote Industrial Arts in the public schools of Texas.

SPECIFIC:

1. To provide student with opportunities for the development of leadership in social, civic, school and community activities.
2. To develop through group action the ability of members to plan together, organize and carry out worthy activities and projects.
3. To explore industry and the American industrial civilization.
4. To promote high standards of craftsmanship, scholarship and safety.
5. To foster a deep respect for the dignity of work.
6. To provide good leisure-time activities and hobbies.
7. To provide opportunities for wholesome recreation.
8. To encourage students in creative expression.
9. To develop consumer knowledge in students.
10. To instill desirable habits and attitudes toward the American way way of life in students.

Article III

Membership

SECTION A: **Eligibility**

1. For a chapter's membership to be eligible to participate in area and

state meetings, the local association must be a chartered member of the state association.

2. A local association must have 10 members on the roll in good standing who meet the conditions specified in Section B of Article III in order to receive a charter. The state advisor will give a qualified local association a charter and will notify its area secretary upon receiving the group's application.

SECTION B: **Regular Active Membership**

1. The association will accept for membership, by majority vote of active members, any student enrolled in or having completed satisfactorily any industrial arts course.
2. Prospective members must submit a written application to the membership chairman, who, in turn, presents the prospect's credentials to the membership for approval.
3. Should a member violate the pledge or cast unsatisfactory reflections on the club or school, his name may be removed from the roll by two-thirds vote of the members.
4. Membership is limited to local students.
5. An Industrial Arts teacher shall be affiliated with the association as sponsor.

SECTION C: **Alumni Members**

1. Active members in good standing may obtain membership after separation from school by paying annual dues, but cannot hold office or have the right to vote.

SECTION D: **Honorary Members**

1. Persons engaged in the fields of education, business and industry, who have manifested a sustained interest in the welfare of industrial pursuits, may be elected to Honorary Membership and enjoy all rights and privileges of the association except office holding and voting.

Article IV
Officers

SECTION A: **Slate of Officers**

1. The officers of the association shall be a President, Vice-President, Secretary, Treasurer, Reporter and Sergeant-At-Arms.

SECTION B: Eligibility

1. To be eligible to serve as officers, students must maintain above average grades in all work.

SECTION C: Elections

1. Officers shall be elected locally during September of each year to serve for that year. Area officers shall be elected not later than November 15 of each year to serve for that year. State officers will be elected each year at the state meeting to serve the following year.

SECTION D: Tenure of Offices

1. Officers shall serve for one year and may be re-elected.

Article V

Meetings

SECTION A: Regular Meetings

1. A minimum of one regular business meeting shall be held each month during the school year for local clubs. Two area meetings and one state meeting shall be held each year.
2. A quorum of two-thirds of the club's membership is required for the transaction of business.

SECTION B: Called Meetings

1. Special meetings may be called by the chapter president at any time he deems advisable. Such meetings may be outside or during the school day, according to the opportunities provided.

SECTION C: Program Meetings

1. Once each four weeks, an educational meeting shall be held at the local level. The program for such meeting may consist of prominent industrial speakers, demonstrations, films or field trips. The program meetings may be followed by a social hour. These meetings may be a combination of business and pleasure.
2. The programs for area and state meetings shall be planned by officers and sponsors to meet the needs and occasions.

SECTION D: Local Level Work Night

1. One night or more each month shall be devoted to associational

activities—such as individual, group or community projects. Members may work in any instructional area they desire but the area should be different from their daily class work.

Article VI

Initiations

SECTION A: Initiation Ceremonies

1. All candidates for membership must be initiated into the Industrial Arts Students Association by the regularly prescribed initiation ceremony used for the installation of officers as set forth on page 17 of this Handbook.

SECTION B: Initiation Teams

1. Initiation teams may be composed of active, alumni or honorary members from the local or area associations.

Article VII

Attendance

1. All members shall be expected to attend all regular business meetings.
2. Three unexcused absences will invalidate membership, requiring two-thirds vote to reinstate.
3. Regular school excuses shall be accepted as valid excuses for absences.

Article VIII

Amendments

SECTION A:

1. Amendments shall be suggested and approved by a majority of the active members of the association.

SECTION B:

1. Amendments to this constitution shall be submitted in writing and signed by at least two members. The amendments, after being submitted, may not be voted upon until the next regular meeting of the association, at which time they shall be read to the membership and a vote taken. Two-thirds vote of the members present shall be necessary for its adoption.

By-Laws

Article I

Election of Officers

SECTION A: Local Association

1. At the first meeting held in September, a nominating committee of six shall be chosen. Three shall be appointed by the temporary chairman; two shall be elected from the floor; and the advisor shall be the sixth member. It shall be the duty of this committee to prepare election ballots and to present one name for each office to be filled. The list of candidates shall be read at the next regular meeting. Nominations also may be made from the floor. All officers shall be elected by secret ballot.

SECTION B: Area Association

1. At the first area meeting each year, officers for that year shall be elected from the membership of the local associations within that area. No local association may hold more than three offices in the area association. The area advisor shall be chosen automatically by the election of the area president. He shall be the advisor of the local association where the President holds membership.
2. The same offices are to filled at the area level as at the local level and the same procedures shall be followed in their selection. Duties of area officers shall be the same as for local officers, except they shall act at the area level.
3. At the first area meeting each year, candidates for sweetheart shall be presented, spring meeting place shall be chosen and any other necessary business shall be transacted.

SECTION C: State Association

1. State Officers shall be elected by delegates who have been selected by the local associations. Each local association is entitled to two (2) delegates for the purpose of electing officers and transacting business of the state association.
2. No area association may hold office of president for more than one year in succession. Other offices may be held for more than one year, if re-elected.
3. To be eligible for the State presidency, a member must have held office in an area or local association.

4. The delegates shall select a campaign manager to present the chosen candidates to the assembly.
5. All voting shall be by ballot and each office shall be voted upon separately.
6. The state sponsor shall be the local sponsor of the chosen president.
7. No chapter may have more than one state office.
8. Graduating seniors are not qualified to hold a state office.

SECTION D: **Association Sweetheart**

1. Each local association shall select a sweetheart who shall be eligible to compete for area sweetheart.
2. Each area association shall select a sweetheart by ballot at the second area meeting each year.
3. To be a candidate for the state sweetheart one must qualify under one of the two following conditions: (1) be a local association sweetheart when an area association does not exist, or (2) be an area association sweetheart when such an association does exist.

Article II
Duties of Officers

SECTION A: **President**

TIASA President shall:

1. Preside at and conduct meetings according to parliamentary procedure.
2. Call extra meetings whenever necessary.
3. Appoint committees and serve as ex offico members of them.
4. Keep the meetings moving at an interesting pace.
5. Call upon other officers to take the chair when necessary or desirable.
6. Keep all association activities progressing in a satisfactory manner.
7. Represent the associations in outside activities.

SECTION B: **Vice-President:**

TIASA Vice-President shall:

1. Assist the President.
2. Serve as President in the absence of the President.
3. Succeed the President in case of vacancy.
4. Be chairman of the membership and program committees.
5. Meet with and be responsible for all committees.

SECTION C: **Secretary**

TIASA Secretary shall:

1. Prepare and read the minutes of each meeting.
2. Count and record member votes when taken.

3. Read correspondence and communications at meetings.
4. Keep the club's permanent records.
5. Post notices to members pertaining to associational activities and send invitations to guests.
6. Be responsible for all associational correspondence.
7. Call the meetings to order in the absence of a presiding officer.

SECTION D: Treasurer

TIASA Treasurer shall:

1. Collect all dues and care for the association's funds.
2. Keep an accurate record of receipts and payments.
3. Obtain and present ideas and suggestions for increasing the treasury and financing club activities.

SECTION E: Reporter

TIASA Reporters shall:

1. Prepare articles for publication in local and school papers.
2. Contact members to obtain news regarding the association.
3. Contact personnel in charge of papers and provide copy conforming to their requests.
4. Keep news clippings and pictures of all club activities in the association's publicity and scrapbook.
5. Act as historian of the association.
6. Assist with planning and arranging association exhibits.
7. See that news bulletin is published and sent out.
8. Pass on news items to area and state reporter and to TIAA BULLETIN Editor.

SECTION F: Sergeant-at-Arms

TIASA Sergeant-at-Arms shall:

1. Arrange the meeting room and care for chapter paraphernalia.
2. Be responsible for the comfort of those present at all meetings.
3. Attend the door during meetings and welcome visitors.
4. Take charge of candidates prior to and during initiations.
5. Assist with entertainment, refreshments and other details connected with programs.
6. Serve as chairman of the welfare committee.

Article III

Finances and Dues

SECTION A:

1. Local dues shall be determined at the first meeting of each year by the local association.
2. Area dues shall be fixed for the coming year by the area House of Delegates at the second area meeting.
3. State membership dues for the coming year shall be set each year by the House of Delegates at the state meeting.

SECTION B:

1. All funds shall be used for the welfare and promotion of industrial arts in Texas.

SECTION C:

1. All material and equipment purchased shall belong to the Industrial Arts Department at the local level.
2. Property at area and state levels shall belong to the State Association.

Article IV

Committees

SECTION A: Program Committee

1. This committee shall consist of three members including the vice-president.
2. This committee shall be responsible for the educational and recreational portion of the program.

SECTION B: Welfare Committee

1. This committee shall consist of four members of which the sergeant-at arms shall be chairman. This committee shall be responsible for all refreshments, decorations and the comfort of guests.

SECTION C: Membership Committee

1. This committee shall consist of three members: the vice-president, president and sponsor.

SECTION D: Special Committees

1. Special committees may be appointed by the president when ever deemed necessary.

Article V

Recognition of Craftsmanship

SECTION A:

1. One project must be presented for inspection for each step or degree of proficiency.
2. This project must be approved by the Executive Committee before being presented to the group for the judging of proficiency.

SECTION B: Degrees

1. Each article presented for a dregree must be displayed in a public place for at least two days.
2. Pins signifying Craftsman or Master Craftsman degree indicating members' proficiency in crafsmanship shall be awarded during the annual local association banquet. First year students are eligible for the Craftsman pin while second year students are eligible for the Master Craftsman pin only after they have received the Craftsman award.

SECTION C: Jackets

1. Jackets may be purchased and worn by any association member. TIASA Jackets are gray with blue and red trim. They are reversible with a satin finish inside. The jackets button down the front with blue buttons.
2. The breast patch is white with blue trim and writing. The patch displays a name and an emblem on the left breast. A patch on the right breast identifies officers and sponsors. The jackets are short-waisted with knit elastic in the back. They are available in either light or heavy weight.
3. A plain white sweater, light in weight, is acceptable for girls, and should bear the emblem of the association.

Article VI

Reports

1. The local association shall report the names of newly elected officers immediately each year to the state and area president.

2. Area and state association delegates shall report the election of their officers to the local associations.

3. A copy of the local association's proposed plan of work for the year shall accompany dues which are sent to the state secretary.

Code of Ethics

We will conduct ourselves in such a manner as to be a credit to our organization, our school and our community at all times by:

1. Respecting the rights of our fellowmen.
2. Respecting the property of others.
3. Practicing courtesy at all times.
4. Being honest and sincere.
5. Being conscious of our personal appearance and dressing appropriately.
6. Taking pride in our organization and its work.
7. Controlling self, behavior and language.
8. Respecting the other fellow's opinions and being tactful with any criticisms.
9. Demonstrating good sportsmanship and fair play in all competitive activities.
10. Sharing educational experiences with our fellowmen.

Colors

SCARLET: Represents the strength and determination of the industrial arts students and teachers to obtain their goals.

WHITE: Represents the high standards, morals and religious beliefs we hold.

ROYAL BLUE: Represents the sincerity of the industrial arts students and teachers in obtaining a greater knowledge of our technical world.

GREY: Represents the masses of industrial laborers who work each day so that our nation will stand strong, and who prove that there is dignity in work.

Local, Area and State Meetings

Local Meetings: The program of work for the local association points out the usual kind of meeting for the local group.

The Area Meetings: The first area meeting of the year is generally a meeting

for business purposes, getting acquainted and recreation. Officers are elected; the place for next meeting selected; officers are installed; sweethearts are nominated; the general campaign in state offices begins; area sponsor or advisor is selected; and talent shows are presented, followed by recreation and refreshments.

The second or last area meeting is usually held late in the second half of the school year. At this meeting, the area sweetheart is selected; projects are entered in judging competition; contests of various kinds are held, such as skill contests, identification, technical information, judging contests or parliamentary procedure competition. Students or projects placing first or second in these events are eligible to compete in that event at the State meet.

The State Meetings: The state meeting is held late in the school year following the second or last area meeting. At this meeting, officers are elected for the coming year; a state sweetheart is selected, and other associational business is transacted. Projects that were area winners are entered in various catagories as prescribed by the Texas Industrial Arts Student Fair Guide Book. Contest competition is continued, using the same rules used at area levels.

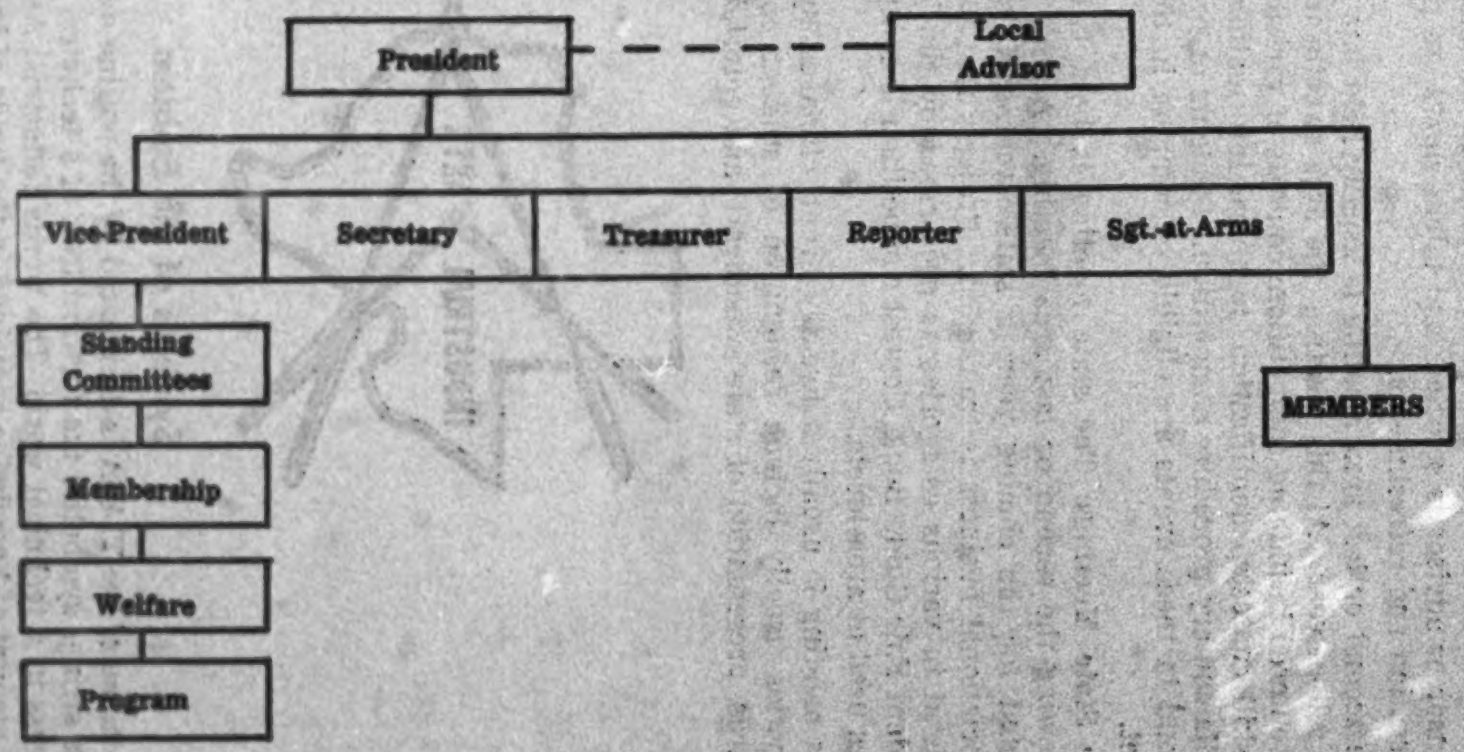
This meeting is usually a two-day event, climaxed by a banquet. Banquet activities usually include recognition of student contest winners, merit awards, presentation of state sweetheart, and entertainment.

Symbols of the Emblem

The home of the TIASA is designated by the outline map of the Texas. The delta strings symbolize the forward look of a technical age and the learning process in a technical world. The words Industrial Arts reminds us of the vast amount of knowledge contained in the fields of industry and education.

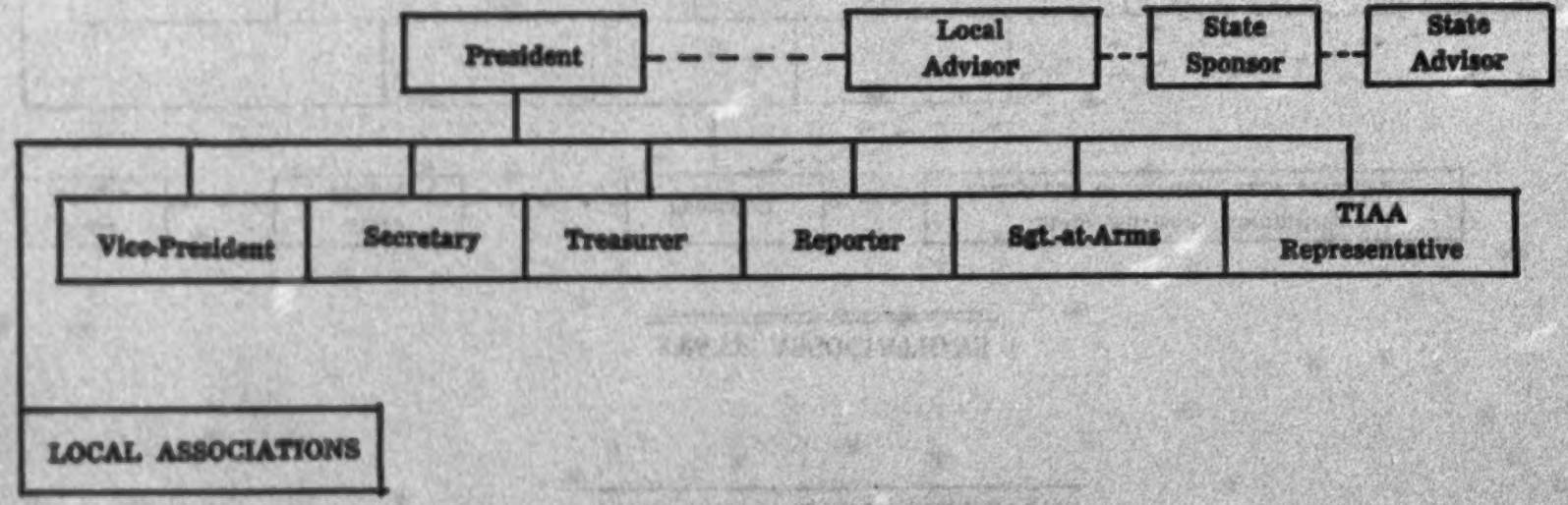
ORGANIZATIONAL STRUCTURE

LOCAL ASSOCIATIONS



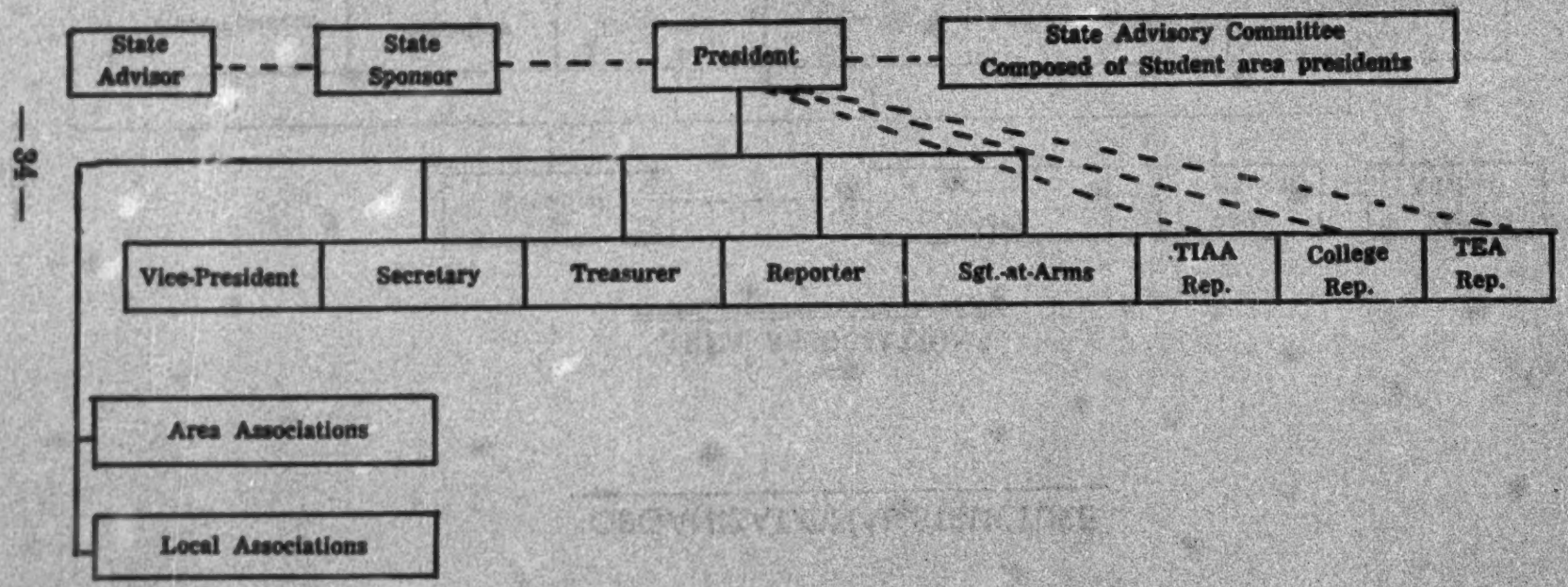
ORGANIZATIONAL STRUCTURE

AREA ASSOCIATIONS



ORGANIZATIONAL STRUCTURE

STATE ASSOCIATIONS



STUDENT ASSOCIATION CHARTERED CHAPTERS

CHAPTER NUMBER	NAME	SPONSOR	ADDRESS
1960–1961			
1	Snyder High School IAC	W. A. Mayfield	High School, Snyder
2	Crane IAC	Billy Mayes	High School, Crane
3	Waldo Emerson Jr. High IAC	Daniel Jaime	1023 N. Pine, San Antonio
4	Ector High School IAC	Mr. Carlisle	Ector High School, Odessa
5	El Campo High School IAC	Anton Sevcik	High School, El Campo
6	Graham High School IAC	Mr. Williams	High School, Graham
7	Edison High School IAC	M. D. Jacobs	701 Santa Monica, San Antonio
8	Ball High School IAC	Mr. Hodges	Ball High School, Galveston
9	Ballinger High School IAC	Ronald Foy	High School, Ballinger
10	Edna High School IAC	Jim Charlton	Box 668, Edna
11	Calhoun High School IAC	Hiliary Ford	1703 Algee Dr., Port Lavaca
12	Alvin High School IAC	C. P. Munz	High School, Alvin
13	Silsbee High School IAC	H. L. Gardner and Tony Rothrock	High School, Silsbee
14	Clear Creek High School IAC	B.E. Davis	League City
15	Clear Creek Jr. High IAC		League City
16	West Columbia IAC	Luby LeNorman	Box 158, West Columbia
17	San Marcos High School IAC	Kenneth Johnson	High School, San Marcos
1961-1962			
18	Hutchinson Jr. High IAC	Dave Pullias	Lubbock
19	Midland High School IAC	Ralph Shultz	High School, Midland
20	French High School IAC	Leon Thompson	4415 Concord Rd., Beaumont
21	New Braunsfels High IAC	Walter Sippel	High School, New Braunsfels
22	Douglas MacArthur High IAC	W. D. Wallace	2923 Betters Rd., San Antonio

CHAPTER NUMBER	NAME	SPONSOR	ADDRESS
23	Waltrip Sr. High IAC	W. A. Weygandt	1900 West 34th St., Houston 18
24	Victoria High School IAC	John Dillon	High School, Victoria
25	Stephen F. Austin Jr. High	C. E. Lucas	Stephen Austin Jr., High, Galveston
26	Abilene High School IAC	W.A. Owens	High School, Abilene
27	Cooper High School IAC	Jimmey Payne	Cooper High School, Abilene
28	Lamesa High School IAC	Charles Varner	High School, Lamesa
29	Deer Park Jr. High IAC	Earl Kahla	6021 W. St., Deer Park
30	Carthage High School IAC	George Smith	High School, Carthage
31	Levi Fry Jr. High IAC		Levi Fry Jr. High, Texas City
32	Jefferson Jr. High IAC	Jerry Drennen	Jefferson Jr. High, Abilene
33	Lee High School IAC		Lee High School, Midland
34	Deer Park High School IAC	Curtis Oliphant	Deer Park
1962-1963			
35	La Marque Jr. High IAC	Alroy Sturm	LaMarque
36	Ball High School IAC		Ball High School, Galveston
37	John Foster Dulles High IAC		J.F. Dulles High School, Stafford
38	Lamar High School IAC	Clark Young and Charles Hudson	River Oaks and West Heimer, Houston
39	Jesse H. Jones High IAC		7400 St. Lo Street, Houston, 33
40	Waxahachie High School IAC	Stephens	High School, Waxahachie
41	Garner Jr. High IAC	James Frix	4302 Harley Wurzback, San Antonio
42	Bishop High School IAC	Charles Schooley	High School, Bishop
43	Taylor High School IAC	Tommy Wyche	High School, Taylor
44	Seminole High School IAC	David Shuler	High School, Seminole
45	South Park High School	Howard Davis	South Park High School, Beaumont
46	Brownwood High School IAC	Roy Lee	High School, Brownwood
47	Jefferson Jr. High IAC	Gilbert Cavazos	Jefferson Jr. High School, Pharr

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